

Professional and Managerial Branch  
General Administrative Group  
Airport Series

**ASSISTANT DIRECTOR OF AVIATION - PROPERTIES**

05/95

*Summary*

Under general direction, as assistant department head, supervise and administer the functions and activities of airport real property leasing and development including: terminal, air cargo and commercial aviation facilities, industrial parks, foreign trade zone and municipal golf course.

*Typical Duties*

Analyze and evaluate airport property usage and appraisals. Involves: recommending rental rates and charges and projects revenues and costs associated with the leasing of airport properties; negotiating leases and rental agreements; advising and assisting tenants; initiating collection procedures against delinquent lessees; preparing related reports and correspondence for presentation to the Mayor and Council.

Formulate policy recommendations regarding the leasing, selling or acquisition of airport property interests. Involves: coordinating and recommending approval of leasehold development and improvement; planning and directing the inspection of leased premises to ensure tenant compliance with lease requirements.

Administer operation of a Foreign Trade Zone. Involves: ensuring compliance with applicable federal regulations; assisting in programs and activities intended to promote and encourage the leasing of airport property.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; ensuring adherence to applicable regulatory and professional animal management standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform administrative and related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintain continuity of operations and similarly performing any duties of subordinates or coworkers, if required; maintain related files and records.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Economics or a degree in Law, and six years of progressively responsible professional administrative experience including three years of experience in a supervisory or management capacity involving the leasing of industrial or commercial real estate; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: industrial and commercial real estate management; lease agreements and contract law. Good knowledge of finance principles and personnel management. Some knowledge of federal regulations pertaining to civil airport operation and development.

Ability to: plan, organize, coordinate, supervise, train, review and evaluate the work of assigned personnel; ability to exercise good judgment and make sound decisions; establish and maintain effective working relationships with fellow employees, officials and the general public; maintain records and prepare reports; communicate clearly and concisely, both orally and in writing.

*Licenses and Certificates:* Texas Class "C" Driver's License.

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Director of Personnel

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Department Head